

Job Description **Sr. Accountant**

Company: Crossing Automation
Department: Finance & Accounting

General: The Sr. Accountant will be responsible for month-end and quarter-end accounting close tasks and preparing reports. It is imperative that the Sr. Accountant be flexible in nature and be able to operate in a small and fast-paced environment.

Responsibilities:

* Responsible for completing month-end accounting tasks including preparation of journal entries and posting to the general ledger, preparing account reconciliations, review and reconciliation of sub-ledger to the general ledger, and preparing reports or schedules required.

- Big picture understanding and analysis of general ledger activity.
- Maintain a consistent and timely month end close schedule; overtime as required. Special projects and analysis as required.
- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Ensure all financial reporting deadlines are met.
- Prepare financial management reports.
- Ensure accurate and timely monthly, quarterly and year end close.
- Establish and monitor the implementation and maintenance of accounting control procedures.
- Resolve accounting discrepancies and irregularities.
- Financial audit preparation and coordination of the audit process.
- Ensure accurate and appropriate recording and analysis of revenues and expenses.

* Assist with consolidations accounting tasks including the review of foreign subsidiary monthly submissions, uploading into the accounting system, recording elimination entries, and preparing roll-forwards, schedules, or reports per the published timelines.

* Work with Finance/Accounting team to meet functional objectives as required.

Experience:

- * 7-10 years of relevant experience within a high-tech environment.
- * Prior experience as a Sr. Accountant within a multi-national corporation.
- * Strong knowledge of US GAAP.
- * Hyperion knowledge highly desirable.
- * Experience with ERP systems such as, Oracle, SAP, QAD, JD Edwards, or Great Plains.

Education:

- * Bachelors Degree in Accounting.
- * CPA/MBA preferred.

Other Skills

- * Good interpersonal and communication skills.
- * Desire to initiate change, creative thinker, analytical, problem solver.
- * Very proficient using Excel.